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6 May 1953

MEMORANDUM FOR: Assistant Director (Personnel)

SUBJECT : Consultants

1. The Assistant Deputy Director (Administration) has asked me to notify your Office that a careful review is to be made of the consultant rolls prior to renewing contracts for the next Fiscal Year. The Director has expressed the opinion that there are now too large a number of Agency consultants and that steps should be taken to bring about a reduction.

2. In connection with this review, the objective to cut down the number of consultants should be discussed with each major component which uses this personnel category. Offices should also be informed that Agency policy is not to renew contracts with consultants whose services have not been requested during the past Fiscal Year. Requests for exceptions to this policy must be accompanied by special justifications.

3. Lists of consultants for whom renewed contracts are requested by Agency offices should be forwarded to the Deputy Director (Administration) not later than 10 June 1953.

[redacted]
Special Assistant
to the DD/A

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SA/DDA:DCK:jeb

cc: DD/A chrono
DD/A subject "Personnel-Consultants"

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